



**Illinois Department  
of Transportation**

**Notice of Vacancy**

**IPR#** 42499 **DATE:** January 17, 2018  
**TITLE:** Office Specialist, Option 1 (Upward Mobility Title)  
**OFFICE:** Office of Finance & Administration / Bureau of Investigations & Compliance  
**CONTRACT:** AFSCME – RC028

**\* INTERESTED EMPLOYEES MUST SUBMIT A BID FOR THE ABOVE POSITION.**

**BRIEF DESCRIPTION OF DUTIES:** Under the direction of the Program Support Unit Manager, this position is responsible for administering a variety of complex support services for the Commercial Vehicle Safety Section including the Hazardous Materials Compliance and Motor Carrier Safety Compliance Units as well as the Vehicle Inspection Program. Administrative duties include, but are not limited to, the compilation and maintenance of the statewide motor carrier and hazardous materials transportation regulatory compliance program data and coordinating supportive service for the Vehicle Inspection Program including the processing of Certified Safety Tester examinations, independent correspondence and report preparation for all programs, instructional material maintenance and general clerical support for both programs. During an average year, processes up to 3,500 independent cases in which detailed accuracy of their data is required for program success.

**TRAINING & EXPERIENCE:** Option 1 - General. Requires working knowledge of agency program and operational procedures. Requires knowledge, skill, and mental development equivalent to two years secretarial/business college and one year of office experience; or completion of high school and three years of office experience; or three years of independent business experience. Ensures compliance with Departmental safety rules.

**UNIT:** Commercial Vehicle Safety Section  
**LOCATION:** Department of Transportation / 2300 S. Dirksen Parkway, Springfield, IL  
**SHIFT:** 8:00 A.M. – 4:30 P.M. Monday-Friday, OFF Saturday-Sunday  
**PAY GRADE:** RC028-11  
**SALARY RANGE:** \$3,240 - \$4,592  
**CONTACT PERSON:** Angela Covert, Bureau of Personnel Management, 217/782-5594  
**SUBMIT BID TO:** Illinois Department of Transportation, Bureau of Personnel Management,  
Room 113, 2300 S. Dirksen Pkwy, Springfield, IL 62764  
Fax: 217/557-3134 or Email to: [DOT.CO.BPM.EmploymentApplications@illinois.gov](mailto:DOT.CO.BPM.EmploymentApplications@illinois.gov)

**BIDS MUST BE RECEIVED BY: 4:30 p.m. on Thursday, February 1, 2018**

**POSTED FROM:** Friday, January 19, 2018 **TO:** Thursday, February 1, 2018

**\*CURRENT STATE EMPLOYEES: SUBMIT BID FORM AND CMS 100 APPLICATION TO ILLINOIS DEPARTMENT OF TRANSPORTATION, BUREAU OF PERSONNEL MANAGEMENT, ROOM 113, 2300 S. DIRKSEN PKWY, SPRINGFIELD, IL 62764, FAX: 217/557-3134, EMAIL: [DOT.CO.BPM.EMPLOYMENTAPPLICATIONS@ILLINOIS.GOV](mailto:DOT.CO.BPM.EMPLOYMENTAPPLICATIONS@ILLINOIS.GOV)**

**\*Agency-to-Agency Transfer:** In accordance with Article XIX, Section 7 of AFSCME collective bargaining agreement, employees desiring to transfer to the same position classification, an equal or lower position in a classification in which an employee was previously certified, or a position lower in the series for which h/she is qualified, in a different work location must submit an official transfer request form, which can be obtained on the [work4illinois](http://work4illinois.com) website.

**\*If bidding for a position in a higher classification, eligible bidders must submit CMS 100 B promotional application to CMS to obtain a promotional grade; submission for promotional grade must be within the designated posting period listed above.**

**NON-STATE EMPLOYEES: DO NOT APPLY DIRECTLY TO THIS AGENCY. FOR INSTRUCTIONS ON HOW TO APPLY, PLEASE REFER TO THE WORK4ILLINOIS WEBSITE AT [WORK.ILLINOIS.GOV](http://WORK.ILLINOIS.GOV) AND SELECT 'APPLICATION PROCEDURES.' ADDITIONAL INFORMATION MAY ALSO BE OBTAINED FROM THE AGENCY CONTACT PERSON LISTED ABOVE.**

*Becky Koehler*